



**Fifth Avenue Committee**  
Our Community. Our Future.

### **Job Announcement**

#### **AmeriCorps VISTA Development and Communications Specialist**

**Position:** Full Time (35 hours)

**Unit:** Development and Communications

Fifth Avenue Committee (FAC) is a nationally recognized South Brooklyn based, non-profit comprehensive community development corporation and NeighborWorks America member formed in 1978 whose mission is to advance economic, social and racial justice in New York City through integrated, community centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future. FAC works to transform the lives of over 5,500 low and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

FAC's Development and Communications Unit seeks a Development and Communications Specialist to join our team. The Specialist will serve as an AmeriCorps VISTA member with our partner, NeighborWorks America, for one year of service. AmeriCorps VISTA provides full-time national service volunteers to nonprofit, faith-based, and other community organizations to create and expand programs that bring low-income individuals and communities out of poverty. The member will be responsible for creating and implementing graphic and communications tools, a communications plan, and fundraising strategies and events.

#### **Responsibilities:**

- Build and strengthen contact lists for ongoing external communications. Update lists of active institutional donors, individual donors and general supporters.
- Develop and maintain unique content for FAC's website, social media and public relations materials. Communicate regularly with all departments within the organization to keep content relevant and up to date.
- Create and implement online fundraising campaigns for FAC and its affiliate, Neighbors Helping Neighbors.
- Collaborate with colleagues on the development of an annual communications plan for FAC that reflects all departments and projects across the organization.
- Develop and implement at least two fundraising events to attract new supporters.
- Develop and implement at least one visibility-enhancing event (ie ribbon cutting or groundbreaking ceremony for a new building) to gain publicity and attract and retain supporters.

**Qualifications:**

- U.S. Citizen at least 18 years of age
- Strong writing and editing skills
- Graphic design skills, including experience with programs such as Canva, Adobe InDesign, and Photoshop
- Web design and management skills, including experience with programs such as WordPress
- Strong time management skills, the ability to work independently and to manage multiple projects simultaneously.
- Excellent interpersonal skills with ability to work with diverse groups
- Strong commitment to FAC's mission of economic, social and racial justice.

**Compensation:**

- This is an AmeriCorps VISTA position. Compensation is paid directly to VISTA Leaders in the form of a biweekly living allowance of \$829.36 from AmeriCorps VISTA
- Benefits include:
  - Child care assistance, if eligible
  - At the end of the term of service, an education award or cash stipend may be provided. For more information about AmeriCorps
  - Health plan provided by AmeriCorps VISTA
  - Relocation Allowance, if eligible
  - Training
  - Monthly commuting stipend
- For more detail on the AmeriCorps VISTA program and its benefits, go to:  
<https://americorps.gov/serve/fit-finder/american-corps-vista>

**How to Apply:**

All applications must be submitted through the MyAmeriCorps portal. The link for this opportunity is: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=104866>

Contact Emily Blank, Deputy Director for External Affairs and Strategy, [eblank@fifthave.org](mailto:eblank@fifthave.org), with any questions regarding the application.

***Fifth Avenue Committee is an equal opportunity employer (EEO).  
People of color, community residents, and women are strongly encouraged to apply***